



Job Announcement

Department of Human Resources & Organizational Development

Position NO:090508HR196

Job Category: Administrative Support Workers

City of Missouri City
1522 Texas Parkway
Missouri City, TX 77489
Telephone (281)403-8500
Fax (281) 261-4233
<http://www.missouricitytx.gov/>

Review Date: September 19, 2008

DEPUTY COURT CLERK

* ANNUAL SALARY: \$26,101 – 39,155

The City of Missouri City, a vibrant and economically strong community of 69,280 residents, located 15 minutes from the Texas Medical Center, 25 minutes from Downtown Houston and strategically located for easy access to attractions throughout the entire Houston Metropolitan area is accepting applications for the position of Deputy Court Clerk.

DEFINITION: This is an entry-level, professional staff, full-time position with the City's Municipal Court. An individual in this position will assist court personnel and defendants

LOCATION: Fort Bend County, TX – Southwest Houston

BENEFITS: 20 year retirement program with Texas Municipal Retirement System (TMRS); 5 Year Vesting; Medical, Dental, and Vision Insurance; Employee Assistance Program; Life Insurance, survivor and disability benefits; Deferred Compensation Plan; Cafeteria Plan; voluntary life insurance; 11 paid annual holidays; 12 days annual sick leave; and 10 days paid annual leave. Vacation accrual rates increase with years of service.

EXPERIENCE AND EDUCATION REQUIREMENTS: High School Diploma or General Education Development Certificate and one year municipal court, general office or secretarial experience is required. Bilingual candidates highly desired.

The Department of Human Resources and Organizational Development (HR/OD) may consider any equivalent combination of education, training and/or experience as qualifiers for this position.

NOTE: For a detailed position description, visit our website, www.missouricitytx.gov.

SELECTION CRITERIA: 100% Education and Experience.

*The City of Missouri City compensates employees according to a salary schedule that enables movement through a market based salary range. Generally, a new employee's salary is at or near the beginning of the range.

HOW TO APPLY: All applicants must complete the City's Official Application for Employment. To secure an official application, visit the HR/OD section of the City's website at www.missouricitytx.gov, or contact the HR/OD Department via telephone (281) 403-8500. Submit completed applications and supporting documentation by fax to (281) 261-4233; email completed applications to apply@missouricitytx.gov; or mail or personally deliver to 1522 Texas Parkway, Missouri City, TX, 77489.

The City of Missouri City is an Equal Opportunity Employer